



# Common Origination and Disbursement COD Processing Update

July 13, 2006

## *Direct Loan Program*

### COD News

#### **COD System Maintenance Planned For Sunday, July 16, 2006 (07/12/06)**

The COD System will undergo routine maintenance on Sunday, July 16, 2006 from 2:00 A.M., until 8:00 A.M. (ET). In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. The impact of these overlapping outages is as follows:

- Users will not be able to submit or retrieve data via the COD Web site between 2:00 A.M. and 8:00 A.M. (ET).
- Batches submitted by schools via the SAIG between 2:00 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after the SAIG comes back up at 11:00 A.M. (ET).
- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Federal Student Aid apologizes for any inconvenience these outages may cause. If you have any questions about the COD System, contact the COD School Relations Center. If you have any questions about the SAIG, contact the CPS/SAIG Technical Support at 800/330-5947 or e-mail [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

#### **Extended Direct Loan Electronic MPN Web Site Outage For Sunday, July 16, 2006 (07/12/06)**

As a reminder, the Direct Loan Electronic Master Promissory Note (MPN) Web site is unavailable every Sunday morning from 5:00 A.M. until 11:00 A.M. (ET) while routine maintenance is performed. During this period, individuals are not able to complete new MPNs electronically or retrieve existing MPNs that were completed electronically.

Due to the need for additional maintenance on Sunday, July 16, 2006, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 2:00 A.M. until 11:00 A.M. (ET). Individuals attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.

COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.



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### **Updated Direct Loan Grad PLUS Interim Spreadsheet and Instructions Now Available (07/11/06)**

Federal Student Aid has posted an *updated* Direct Loan Grad PLUS Interim Spreadsheet to the COD Web site. Please use the updated spreadsheet through August 11, 2006 to request that a credit check be completed, receive the credit check decision, and receive MPN status for one or more Grad PLUS borrowers.

Federal Student Aid updated the Direct Loan Grad PLUS Interim Spreadsheet by adding a column for area code and telephone number. This information is needed to complete a credit check.

The updated Direct Loan Grad PLUS Interim Spreadsheet template and instructions are available on the COD Web site ([www.cod.ed.gov](http://www.cod.ed.gov)). Schools can access this document either before or after logging in to the site.

- To access this document *before* logging in to the COD Web site, click on the link titled "Click here if you are a school looking for updates on Common Origination and Disbursement" and choose "Direct Loan Grad PLUS Interim Spreadsheet and Instructions".
- To access this document *after* logging in to the COD Web site, click on the link at the bottom of the page titled "Today's Updates".

Further information regarding this spreadsheet is posted in an Electronic Announcement on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0623HERAOPGradPLUS.html>).

### **Availability of Direct Loan (DL) Tools for Windows, Release 6.0 (07/10/06)**

The U.S. Department of Education is pleased to announce the availability of Direct Loan (DL) Tools for Windows, Release 6.0, a supplemental software product for Direct Loan participants. The software is available for download from the Department's Federal Student Aid Download (FSAdownload) Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov). Further details regarding DL Tools are available on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0710DLToolsR6.html>).

### **Record Submission Due Date For 2004-2005 Closeout (07/05/06)**

COD would like to remind schools that the closeout processing deadline for the 2004-2005 Direct Loan Program Year is July 31, 2006--only 19 days away!

To meet the closeout deadline, all records must be submitted to the COD System no later than 8:00 P.M. (ET) on Monday, July 31, 2006. (Note: As always, all submitted records subsequently must be accepted by the COD System in order to be included in your school's final Ending Cash Balance for 2004-2005.)

To be considered successfully closed out, schools must have an Ending Cash Balance of \$0 and Total Net Unbooked Disbursements of \$0, as reflected on the School Account Statement (SAS) Report.

Please also refer to DLB-06-04 (<http://www.ifap.ed.gov/dlbulletins/DLB0604.html>), and DLB-06-02 (<http://www.ifap.ed.gov/dlbulletins/DLB0602.html>) for more detailed information about closeout.



## Common Origination and Disbursement COD Processing Update

### **HERA Guidance Available On IFAP Web Site (05/08/06)**

Communications related to the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171 are posted on the Information for Financial Aid Professionals (IFAP) Web site ([www.ifap.ed.gov](http://www.ifap.ed.gov)). These communications include policy and operational guidance that impacts all student aid programs, systems, and processes. To assist users in easily locating HERA-related communications, they are available under the "Higher Education Reconciliation Act of 2005 (HERA) Information" link on the home page of the IFAP Web site. (The link is at the top of the "On-Line References" section.)

Federal Student Aid has posted and will continue to post guidance related to the Central Processing System (CPS), Common Origination and Disbursement (COD) System, and EDExpress Suite, as Electronic Announcements. The summary for these Electronic Announcements will begin with "HERA Operational Implementation Guidance (CPS, COD System, EDExpress Suite)" so that they can be distinguished from other types of guidance. As explained above, the Electronic Announcements are available under the "Higher Education Reconciliation Act of 2005 (HERA) Information" link on the home page of the IFAP Web site.

Please plan to check the IFAP Web site on a regular basis.

### **Reports and Data Requests**



#### **NOTICES**

This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Direct Loan Rebuild File—

Schools in need of this file should contact the COD School Relations Center. (10/03/05)



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# *ACG, National SMART Grant, and Pell Grant Programs*

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## Reports And Data Requests



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- Pell Year-to-Date (YTD) Records—

The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. Schools also use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database.

- For rebuilds for the 2005-2006 Award Year, the school can submit the data request via the COD Web site or batch.
- For rebuilds for the 2004-2005 and earlier award years, the school must contact the COD School Relations Center by e-mail to [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com). The school should include "Pell YTD" in the subject line. If a school is unable to e-mail its request, it can contact the COD School Relations Center by phone. [10/03/05 (Updated 10/27/05)]